



Request for Proposals:
Provide Activities to Increase and Monitor
Compliance with the Georgia State Energy
Code for Buildings

Division of Energy Resources,
Georgia Environmental Finance Authority

Application Due Date: November 5, 2010

Via E-mail: energy@gefafa.ga.gov

Overview: Provide activities to increase and monitor compliance with the Georgia State Energy Code for Buildings.

Goals of RFP:

In accordance with the American Recovery and Reinvestment Act of 2009 (ARRA), Section 410 (a), the State of Georgia must achieve 90% compliance with the 2009 International Energy Conservation Code and ASHRAE Standard 90.1-2007. Accordingly, it is the goal of this RFP to provide activities that will increase compliance with the above referenced codes and monitor such progress.

SCOPE OF SERVICES

GEFA is seeking a contractor to provide the following services:

1. Phase I: Training
2. Phase II: Compliance Evaluations
3. Phase III: Local Building Department Pilot Project

*Contractors may apply to provide one or more of the above services. Contractors should treat each service, or phase of work, as a separate proposal. For additional instructions, please see “Application Requirements.”

*GEFA reserves the right to select one or more contractors for each phase as outlined below.

PHASE I: TRAINING (Timeline: December, 2010-June, 2011)	
TASK	DESCRIPTION
Develop ASHRAE/IESNA Standard 90.1-2007 training curriculum and implement state-wide trainings as follows: Climate Zone 2: Three (3) trainings Climate Zone 3: Ten (10) trainings Climate Zone 4: Three (3) trainings	<ol style="list-style-type: none">1. Develop training materials based on ASHRAE 90.1-2007. (Offerors are encouraged to utilize existing materials available through the U.S. Dept. of Energy’s Building Energy Codes Program and modify them for Georgia’s climate zones.)2. Use materials developed to conduct state-wide trainings targeted at various stakeholders.3. Materials and trainings should target specific stakeholders, including but not limited to: engineers, design professionals, inspectors, material suppliers, general contractors, trades.4. Proposals may include on-site/in-the-field trainings.5. Proposals should include an on-line training component.6. Proposal must include the approximate length of each training7. Proposals shall include monthly progress reports to be submitted to GEFA.8. Proposals shall include a timeline for conducting trainings between January and June 2011.

<p>Develop 2009 International Energy Conservation Code (IECC) Residential trainings curriculum and implement state-wide trainings as follows: Climate Zone 2: Three (3) trainings Climate Zone 3: Ten (10) trainings Climate Zone 4: Three (3) trainings</p>	<ol style="list-style-type: none"> 1. Develop training materials based on the residential requirements of the 2009 IECC with 2011 Georgia Supplements and Amendments. (Offerors are encouraged to utilize existing materials available through the U.S. Dept. of Energy's Building Energy Codes Program and modify them for Georgia's climate zones and energy code amendments.) 2. Use materials to conduct state-wide trainings targeted at various stakeholders. 3. Materials and trainings should target specific stakeholders, including but not limited to: contractors, trades, inspectors, design professionals, material suppliers, retail building supply stores. 4. Proposals should include on-site/in-the-field trainings. 5. Proposals should include an on-line training component. Proposal must include the approximate length of each training 6. Proposals shall include monthly progress reports to be submitted to GEFA. 7. Proposals shall include a timeline for conducting trainings between January and May 2011.
<p>Duct and Envelope Tightness (DET) Verifier Training Ten trainings to be conducted state-wide.</p>	<ol style="list-style-type: none"> 1. Develop training materials to certify individuals to be DET Verifiers as defined in the 2011 Georgia Supplements and Amendments to the 2009 IECC. 2. Proposals should explain how their training will adequately prepare individuals to conduct duct and building envelope tightness testing. 3. Proposals should include the length of the training and a requirement for a short test at the conclusion of each training session. 4. Proposals should provide training attendees with hands-on use of both duct tightness and building envelope tightness testing equipment. <p>* Training materials must be approved by the Georgia Department of Community Affairs per the 2011 Georgia Supplements and Amendments to the 2009 IECC</p>
<p>Development of Online Education Resources</p>	<ol style="list-style-type: none"> 1. Create online field inspector guide including both images and text to enable officials to inspect for and enforce energy code in residential and light commercial buildings. 2. Field inspector guide should be in a format downloadable by code officials. 3. Includes links to online training modules for ASHRAE/IESNA Standard 90.1-2007 and the residential portion of the 2009 International Energy Conservation Code (IECC) with Georgia amendments.
<p>Technical College Outreach</p>	<ol style="list-style-type: none"> 1. Training should include coordination with Technical College System of Georgia to develop a 'train-the-trainer' program and incorporate energy codes and DET Verifier training into the curriculum.

PHASE II: COMPLIANCE EVALUATIONS (Timeline: May, 2011-December, 2011)	
Residential Compliance Evaluations	<ol style="list-style-type: none"> 1. Proposal should include the evaluation of 44 new residential and 44 renovated residential buildings across the state for compliance with the 2009 IECC. 2. Proposal should include the plan review of 44 new residential buildings. 3. The proposal will use the inspection checklists developed by the U.S. Dept. of Energy's Building Energy Codes Program.
Commercial Compliance Evaluations	<ol style="list-style-type: none"> 1. Proposal should include the evaluation of 44 new commercial and 44 renovated commercial buildings across the state for compliance with ASHRAE Standard 90.1-2007. 2. Proposal should include the plan review of 44 renovated commercial buildings 3. The proposal will use the inspection checklists developed by the U.S. Dept. of Energy's Building Energy Codes Program
PHASE III: LOCAL BUILDING DEPT. PILOT PROJECT (Timeline: December, 2010-December, 2011)	
Local Building Dept. Permitting/Inspection process pilot study.	<ol style="list-style-type: none"> 1. Proposal should include the process for implementing a Pilot study to evaluate the permitting and inspection process of a local building department and recommendations for streamlining such processes. 2. Proposal should also include plans to evaluate the building department's revenue streams to determine ways to fund improved energy code compliance 3. Proposal should include an evaluation of best practices in other states and jurisdictions and recommendations for implementing such practices in Georgia. 4. Proposal should include a report of all findings and recommendations. 5. Proposal should include description of process for distributing the results of the reports to energy codes officials.
Additional activities to increase compliance with the Georgia State Energy Code for Buildings	<ol style="list-style-type: none"> 1. Offerors may submit additional ideas and activities to increase energy code compliance.

ELIGIBILITY

GEFA will consider the following criteria in evaluating the eligibility of each proposed project:

Entities

Under this program, GEFA may provide funding to businesses, educational institutions, not-for-profit 501(c)3 organizations registered with IRS and the state of Georgia, energy utilities, and other organizations if approved by GEFA.

Activities

Funds may be used for, but are not limited to, the following activities:

- Development of training, workshop and outreach materials;
- Training and workshops for industry stakeholders;
- Compliance evaluations of residential and commercial buildings;
- Development and implementation of local building department permitting and inspection process pilot study;
- Additional activities to increase compliance with the Georgia State Energy Code for Buildings

Timing

Under this program, GEFA will only provide grant funding to eligible entities for eligible activities on a cost-reimbursement basis. Project costs incurred by the applicant before the submission of an application to GEFA, including any feasibility studies, financial analysis or other preparation costs are not eligible for reimbursement.

PROHIBITED USE OF FUNDS

In accordance with federal regulations, SEP applicants are prohibited from using SEP financial assistance:

- For construction, such as construction of mass transit systems and exclusive bus lanes, or for the construction or repair of buildings or structures;
- To purchase land, a building or structure or any interest therein;
- To subsidize fares for public transportation;
- To subsidize utility rate demonstrations or state tax credits for energy conservation or renewable energy measures; or
- To conduct or purchase equipment to conduct research, development or demonstration of energy efficiency or renewable energy techniques and technologies not commercially available.
- For any casino or other gambling establishment, aquarium, zoo, golf course, or swimming pool.

PERIOD OF PERFORMANCE

Projects selected for funding through this program must begin implementation within 60 days of receiving an award from GEFA. Contract length may vary by project depending on the scope

of work. For all projects, all work must be completed and all contractual project costs incurred within the project timeline as specified in “Scope of Services” (pg. 2-4.)

APPLICATION REQUIREMENTS

Offerors must submit proposals to energy@gefa.ga.gov with the subject line: “Codes RFP”.

All proposals must be submitted before 5:00 P.M. on November 5, 2010.

Applications that fail to meet this deadline will not be considered – no exceptions.

Applications submitted by facsimile, or hard copy mailings and handwritten narratives will NOT be accepted.

Applications must be submitted on the template(s) provided by GEFA. The template includes the following information:

- Cover page
- Five page narrative addressing following sections:
 - Project Details
 - Organizational Capacity
 - Timeline/Milestones
 - Planned Metrics
 - Budget Summary
 - Budget Justification

The templates can be found under “News & Notices” at www.gefa.org.

GRANT PROCESS AND TIMELINE

General dates include:

- RFP Released: October 19, 2010
- Deadline for Questions: 5:00 P.M., October 29, 2010
- Deadline for Proposal Submission: 5:00 P.M., November 5, 2010
- Application Review Period: November 8 – November 19, 2010
- Final Awards Announced: November 31, 2010

GEFA reserves the right to adjust this timeline as necessary and will notify applicants of any changes.

REQUIREMENTS FOR APPROVED PROJECTS

- **Inspections & Monitoring:** Applicant must permit GEFA and/or any agent of GEFA including but not limited to the U.S. Department of Energy, the Governor’s Office of Planning and Budget, and the U.S. General Accounting Office to inspect the physical location of a project at any time during the project period. Inspections will be conducted during regular business hours.
- **Procurement:** Procurement of project contracts, project services, materials, and equipment in GEFA financed projects must be public, open, and competitive, as defined by both state law and the procurement requirements of GEFA funding contracts.

Funded projects must meet the requirements of both state law and GEFA funding contracts.

- **Special Award Terms and Conditions:** Depending on the specific project activity, certain terms and conditions may apply. These terms and conditions will be clearly articulated in any contract and subsequent agreements between GEFA and the awardees before work is to take place.

PAYMENT

- **Method of Payment:** The method of payment will be on a cost reimbursement basis. Grant recipients will submit an electronic reimbursement request as necessary, but not to exceed one reimbursement request per month. Reimbursement requests must be accompanied with copies of all appropriate documentation of allowable expenses incurred. All reimbursements will be provided to grant recipients via electronic funds transfer.
- **Release of grant funds:** GEFA will monitor the project and endorse payments in accordance with observed progress. Payments will be conditional on compliance with grant agreement requirements and applicable project approvals issued by GEFA.

CONTACT INFORMATION

For more information, please contact Jennifer Wilson, state energy program manager at GEFA through jwilson@gefa.ga.gov or call 404-584-1077.

Appendix I: SEP & PNNL AMERICAN RECOVERY AND REINVESTMENTS ACT OF 2009 (ARRA) PROVISIONS

Section 1605, Buy American

Under Section 1605 of the ARRA, no funds appropriated by the Act may be used for a public buildings/works project unless “all iron, steel and manufactured goods used are produced in the U.S.”

Exceptions are allowed for cases:

- Where the head of the federal agency concerned determines adherence would be “inconsistent with the public interest”,
- Where iron/steel/manufactures are not produced in the U.S. in sufficient and available quantities, or
- inclusion of U.S. products would increase overall project cost by 25%

Notice of a waiver of the ARRA Buy American requirements must be noticed and justified in the Federal Register.

Federal Wage Rate Requirements (Davis-Bacon Act)

The ARRA requires payment of federal prevailing wages. Specifically, Davis-Bacon Act wage rules apply to all assistance agreements made in whole or in part with ARRA funds.

Information on the current wages for Georgia can be found on the Davis Bacon Wage Determinations website at <http://www.gpo.gov/davisbacon>

Reporting Requirements

President Obama has committed to transparency and accountability in the use of funds provided through ARRA. Activities carried out and results achieved with ARRA funds will be tracked carefully, reported clearly and quantifiably.

In an effort to meet this requirement, Governor Sonny Perdue ordered the creation of a state Web site to help track the use of Georgia stimulus funds. This site will provide the citizens of Georgia access to clear and concise information about the federal stimulus initiative. Project information will be posted on

<http://stimulusaccountability.ga.gov/02/gov/stimulus/home/0.2804.134245182.00.html>

Applicants will be responsible for submitting financial reports and project status reports to GEFA. Reports will be due on a quarterly and annual basis and after completion of the project, and all reports must meet the reporting requirements set forth under ARRA. Other reporting may also be required depending on the project activity, and such requirements will be clearly articulated in any agreements between GEFA and the awardees before work is to begin. Recipients of funding appropriated by the Recovery Act shall comply with requirements of applicable federal, state and local laws, regulations, DOE policy and guidance.

Special Terms and Conditions

Certain terms and conditions defined by DOE may be required of grant recipients under this program. For more details, please visit the Renewable Energy Grant Program page at <http://www.gefa.org/Index.aspx?page=480> and download the document “State Energy Program – Special Terms and Conditions.”

Appendix II: OBTAINING A DUNS NUMBER AND REGISTERING WITH THE CENTRAL CONTRACTOR REGISTRY

As a part of ARRA, all recipients must obtain a DUNS Number and register with the Central Contractor Registry in order to receive funding. Please see instructions below for obtaining this information.

Obtaining a DUNS Number:

- Dun & Bradstreet (D&B) provides a D-U-N-S Number, a unique nine digit identification number, for each physical location of your business. D-U-N-S Number assignment is FREE for all businesses required to register with the US Federal government for contracts or grants. Once you receive this number, please be sure to file it appropriately as you will need it to register with the Central Contractor Registry (below) and to apply for funding through the Georgia Renewable Energy Grant Program.
- Visit the following URL: <http://fedgov.dnb.com/webform>
 - [Click here](#) to request your D-U-N-S Number via the Web. If one does not exist for your business location, it can be created within 1 business day.
 - [Click here](#) to request your D-U-N-S Number by phone, (for U.S., Puerto Rico, and U.S. Virgin Islands Only).
- For technical difficulties, contact govt@dnb.com

Registering with the Central Contractor Registry:

- Central Contractor Registration (CCR) is the primary registrant database for the U.S. Federal Government. CCR collects, validates, stores and disseminates data in support of agency acquisition missions. Click [here](#) to learn more about CCR Policy and Background.
- Visit the following link: <http://www.bpn.gov/ccr/>
- Download the User Account Guide from the Central Contractor Registry for instructions on creating or modifying a CCR account
 - <http://www.bpn.gov/ccr/doc/UserAccount.pdf>
- From the CCR home page, select “Start New Registration” or “Update or Renew Registration” from the left hand column. Follow instructions from the User Account Guide to complete application process.
- Once you have completed this you will receive an e-mail confirming that your organization has been registered successfully. Please save that e-mail as you will need to upload into the application for the Georgia Energy Efficiency Grant Program.